

POSITION DESIGNATION RECORD

PD #	TITLE		
PAY PLAN		SERIES	GRADE
ORGANIZATION		INCUMBENT	

PUBLIC TRUST POSITIONS: Please complete Parts I and III, sign form, and attach to position description.

NATIONAL SECURITY POSITIONS: Please complete Parts I, II, and III, sign form, and attach to position description.

PART I. PUBLIC TRUST POSITIONS

1. PROGRAM PLACEMENT:

A. Impact on efficiency of the Service: (major/substantial/moderate/limited) _____

B. Scope of Operations for Efficiency of Service: (worldwide/governmentwide/multi-agency/agency) _____

A & B = C

C. Program Placement: (major/substantial/moderate/limited) _____

2. POSITION RISK POINTS:

A. Degree of Public Trust: _____

B. Fiduciary Responsibility: _____

C. Importance to Program: _____

D. Program Authority: _____

E. Supervision Received: _____

TOTAL POINTS: _____ **Total points = Tentative placement of (HR/MR/LR)** _____

PART II. NATIONAL SECURITY POSITIONS

1. SECURITY CLEARANCE LEVEL:

A. Top Secret with Special Access _____

B. Top Secret _____

C. Secret _____

2. TENTATIVE* POSITION SENSITIVITY LEVEL:

A. Special Sensitive (SS) _____

B. Critical Sensitive (CS) _____

C. Noncritical Sensitive (NCS) _____

* If the tentative designation is NCS but the public trust elements result in High Risk, the final designation is Critical Sensitive. (See Part I)

PART III. ADJUSTMENTS

1. IS THIS A COMPUTER/ADP RELATED POSITION? ☐ YES ☐ NO

2. ADJUSTMENTS TO TENTATIVE PLACEMENT:

A. Computer/ADP _____

B. Uniqueness _____

C. Uniformity _____

FINAL POSITION DESIGNATION (Position Sensitivity/Risk Level) _____

SIGNATURE OF DESIGNATOR	TITLE	DATE
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THIS RECORD MUST REMAIN A PERMANENT PART OF THE OFFICIAL POSITION DESCRIPTION.